

1. The first step is to identify the problem. This involves understanding the current situation and what needs to be changed.

2. The second step is to set goals. These should be specific, measurable, achievable, relevant, and time-bound.

3. The third step is to develop a plan. This involves identifying the resources needed and the steps to be taken.

4. The fourth step is to implement the plan. This involves putting the plan into action and monitoring progress.

5. The fifth step is to evaluate the results. This involves comparing the actual results with the goals and making adjustments as needed.

6. The sixth step is to communicate the results. This involves sharing the findings with the relevant stakeholders.

7. The seventh step is to review the process. This involves reflecting on the experience and identifying lessons learned.

8. The eighth step is to document the results. This involves creating a record of the findings and the actions taken.

9. The ninth step is to share the results. This involves making the findings available to the wider community.

10. The tenth step is to celebrate success. This involves recognizing the achievements and the contributions of the team.

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LASHAM ET AL.

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✓	Rejected
=	Allowed

-	(Through Numeral) Cancelled
÷	Restricted

N	Non-Elected
I	Interference

A	Appeal
O	Objected

[illegible]